

BURBANK POLICE DEPARTMENT EMPLOYEE COMMENDATION

If you would like to commend an employee of the Burbank Police Department, please complete this form. You may either mail this form or return it to the Burbank Police Department. You may also commend an employee by writing a letter to the Chief of Police at P. O. Box 6459, Burbank, CA 91510-6459, or by email at policechief@ci.burbank.ca.us Verbal commendations may be given to any supervisor or the watch commander. Your comments will be reviewed by the employee's commanding officer and the commended employee.

The Burbank Police Department thanks you for your interest and for taking the time to complete this form.

Date of contact with employee _____

Time of contact with employee _____ AM ___ PM

Location of contact (i.e. address, cross streets, or business name, etc.) _____

Employee's name, badge or serial number (if known)

Name	Badge/Serial Number
_____	_____
_____	_____
_____	_____

What initiated your contact with the employee?

- | | |
|--|--|
| <input type="checkbox"/> Police response to your call | <input type="checkbox"/> Pick up property |
| <input type="checkbox"/> Traffic stop | <input type="checkbox"/> Visit a detective |
| <input type="checkbox"/> Traffic collision | <input type="checkbox"/> Visit/release a prisoner |
| <input type="checkbox"/> Made a report at the police station | <input type="checkbox"/> Witness at a police investigation |
| <input type="checkbox"/> Other | |

What would you like to commend about the employee's performance?

Print your name _____ Signature _____

Address: _____ City _____ Zip code _____

Telephone Number (Home) _____ (Cell) _____ E-mail _____